

The Grange Rental Contract



Name(s) of Renter(s): _____

Address of Renter(s): _____

Phone Number: _____ Email: _____

Date Requested for Rental: _____ M T W T F S S

Start Time of Rental: _____ Ending Time of Rental: _____ (Total hours requested) _____ All-Day Rental _____

Type Rental Event (Anniversary, Birthday, Reunion, etc.): _____

Member _____ Nonmember _____ Not-for-profit _____ Business _____ Funeral Dinner _____

*Will alcohol be served? _____ If so, we will need an insurance binder 10 days before event. Ask about coverage needed.

*We require a \$1 Million Liability Insurance Policy made out to Preble County Council on Aging

Room Capacity is 150.

Rental Set-up:

Estimated number of people expected at your event: _____

Number of tables you will need. _____ Standard round tables seat 8 people. We will set up the tables.

Do you want extra tables for serving refreshments, gifts, etc.? How many and where do you want them located?
(Please include a diagram)

Do you plan on using the kitchen? _____

Will you bring special items into the building: projector, screen, sound system, exhibit materials, etc.

Yes or No? If yes, what will you bring? _____

Special arrangements: _____

The Audio/Visual Projector Screen may only be used with prior approval.

Rent availability is first come, first served. Not available for rental on major holidays.

Deposit: A Security Deposit of \$250 is due with completion of this rental contract. *The Security Deposit will be held until the rental is over. It will be applied to the cost of any damages, losses, excessive cleanup, or overage of hours reserved and paid for as contracted. The balance of the security deposit will be refunded after the event, upon inspection of the facilities and grounds, and at the discretion of the Management. Any and all damages or losses incurred by the Preble County Council on Aging due to the actions of the renter(s), and or their guests, during or in connection with the event at The Grange, are the sole responsibility of the renter(s) and will be paid in full. Notice: In the event that any collection activity becomes necessary, the renter(s) agrees to pay the Preble County Council on Aging (as Manager of The Grange) its collection and or court costs, plus reasonable attorney's fees. PLEASE NOTE: The Security Deposit is non-refundable when an event is canceled with less than one months notice.*

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Hourly Rate: Full payment is due at least 10 business days before the rental. If you are putting up decorations or having a catered meal for your event, one hour is allowed for set-up before the rental begins and one hour is permitted after rental hours for clean-up. The regular hourly rate is shown below.

- ◆ Members - \$75 per hour
- ◆ Nonmembers and Businesses - \$95 per hour
- ◆ Non-For-Profits - \$50 per hour**
- ◆ Funeral Meals - \$50 per hour

Please note: We have a three hour minimum on rentals. An all-day rental rate is available for \$500 Members, \$600 Nonmembers.

**Upon request documents must be submitted as proof of your organization's nonprofit status.

Liability:

RENTER AGREES TO INDEMNIFY, DEFEND AND HOLD HARMLESS *THE GRANGE*, ITS OFFICERS, EMPLOYEES, AND SUBCONTRACTORS FROM ANY LOSS, DAMAGE OR INJURY TO PERSONS OR PROPERTY ARISING OUT OF OR OCCURRING IN CONNECTION WITH THIS CONTRACT EXCEPT FOR SUCH LOSS, DAMAGE OR INJURY THAT IS THE RESULT OF THE DIRECT AND SOLE NEGLIGENCE OF THE GRANGE.

I acknowledge receipt of The Grange rules for rental. Any and all deviations and or changes to The Grange rules require prior consideration and written approval of the management. The list should not be considered comprehensive. All local, state and federal laws and regulations will apply. I agree to the terms and conditions as outlined on rental contract and will be responsible for all outstanding charges or damaged to the facility as a result of this event.

Signed _____

Date _____

Date of Deposit _____

Check # _____

Amount \$ _____

TOTAL RENTAL AMOUNT DUE:

_____ hours @ \$ _____ per hour = Total due \$ _____
Date Rental Payment is Due _____

We must receive a copy of the Certificate of Liability Insurance coverage at least 10 days before the rental date when alcoholic beverages will be served.

Date of Full Rental Payment _____ Check # _____ Amount \$ _____

DATE DEPOSIT WAS RETURNED: _____

AMOUNT RETURNED: \$ _____ MAILED _____ PICKED UP _____

The Grange, 501 Nation Avenue, Eaton, Ohio is managed by the Preble County Council on Aging, 800 East St. Clair Street, Eaton, OH 45320 - Phone (937) 456-4947 or 1-800-238-5146, Fax (937) 456-6565 - Website: www.PrebleSeniorCenter.org - Email: Mail@PrebleSeniorCenter.org



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